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Department of Commerce
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General Services Administration
Central Intelligence Agency
Department of the Air Force
Defense Intelligence Agency
Government of the District of Columbia
Department of the Treasury
United States Information Agency
Veterans Administration
United States Information Agency
Bureau of the Budget
Veterans Administration
Department of Transportation
Selective Service System
Department of the Interior
Department of the Air Force
Department of the Treasury
Atomic Energy Commission
Federal Home Loan Bank Board
Department of Health, Education, and Welfare
National Security Agency
Office of Economic Opportunity
Department of Transportation
Department of the Navy
National Science Foundation
Bureau of the Budget
Tennessee Valley Authority
Selective Service System
Office of Economic Opportunity
Department of the Army
Department of Justice
National Aeronautics and Space Administration
Department of Housing and Urban Development
Small Business Administration
Post Office Department
Agency for International Development
Department of State
Defense Intelligence Agency
Department of Labor
Federal Home Loan Bank Board
Department of the Navy
Department of Transportation
National Security Agency
United States Information Agency
Department of Agriculture
Government of the District of Columbia

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FEDERAL RECORDS MANAGEMENT OFFICERS

7TH
ANNUAL CONFERENCE

April 29 - May 1, 1968

THE TIDEWATER INN
Easton, Maryland

Sponsored by

National Archives and Records Service
GENERAL SERVICES ADMINISTRATION

FEDERAL RECORDS MANAGEMENT OFFICER'S CONFERENCE

MONDAY, APRIL 29

SESSION 1 - MANAGING RECORDS WITH THE COMPUTER

The Impact of the computer on records management concepts; emphasis on the handling, storage, and retrieval of documents and data.

SESSION 2 - NUMBERING SYSTEMS

What the records manager should know about the "New Math." Includes descriptions of Base Conversions and illustrations of "computer" arithmetic.

SESSION 3 - BASIC COMPUTER CONCEPTS

A records manager's overview of the primary elements of data processing as performed by the computer.

SESSION 3 - (Continued)

SESSION 4 - RECORDS AS INPUT/OUTPUT

Current methods for capturing, storing, retrieving, and displaying data.

SESSION 5 - THE NARS INFORMATION RETRIEVAL WORKSHOP, A STATUS REPORT

TUESDAY, APRIL 30

SESSION 6 - DOCUMENTING COMPUTER PROGRAMMING SYSTEMS

The languages of automation, their development and applications. Documentation needs for current and future use.

SESSION 7 - DOCUMENTING COMPUTER OPERATING SYSTEMS

The purposes and functions of operating systems. Standardizing and maximizing record flow.

SESSION 8 - COMMUNICATIONS - INFORMATION PROCESSING

Techniques for providing documentation and data when, where, and as needed.

SESSION 9 - MANAGEMENT SCIENCES

The application of scientific methods to paperwork problems.

SESSION 10 - PLANNING FOR 1969 WASHINGTON METROPOLITAN AREA CLEANOUT CAMPAIGN.

WEDNESDAY, MAY 1

SESSION 10 - (Continued)

SESSION 11 - THE NEW U.S. GOVERNMENT CORRESPONDENCE MANUAL

I:15 p.m. SESSION 12 - THE IMPACT OF AUTOMATION ON THE MANAGERIAL PROCESS
How automation is changing the role of the manager. A look at the future of "paperwork."

3:30 p.m. CLOSING

RESOURCE LEADERS

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